

CLASSTITLE:

**ASSISTANT ADMINISTRATOR
FAMILY AND CHILDREN'S
SERVICES**

Class Code: 02821600

Pay Grade: 35A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: As assigned, to be responsible for planning, developing, directing, coordinating and administering a phase of a state-wide program of social services such as family services, adult services or child welfare services; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed upon completion through conferences and reports for conformance to prescribed agency standards.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and evaluates the activities of a professional staff engaged in carrying out a program of social welfare services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As assigned, to be responsible for planning, developing, directing, coordinating and administering a phase of a state-wide program of social services such as:

family services: including social counseling, supportive services, information and referral services, family planning services, legal services, homemaker services, day care services, job counseling and training, and other preventive and rehabilitative services; or

adult services: including supportive and protective services to the aged, social rehabilitative services to disabled and/or blind adults and to unemployed single adults, legal services, homemaker services, housing services, budgetary counseling services, information and referral services, job counseling and training services, and other supportive and rehabilitative services; or

child welfare services: including protective service for abused and exploited children, foster care services, day care services, temporary shelter care, adoption services, investigatory services for the courts, licensing and regulation of child care institutions, and other protective and supportive services.

To be responsible for coordinating services and programs with other social welfare services, both public and private.

To assist in the development of a sound and effective public information and relations program.

To be responsible for the promotion, development, establishment, and maintenance of professional case work standards.

To participate in collective bargaining and contract negotiations leading to the adoption of contractual agreements and to assist in the enforcement of the several provisions of such contracts dealing with grievances, training, discipline, etc., in accordance with the personnel rules.

To prepare such special and regular reports as may be required and to assist in the preparation of the budget.

To make recommendations with regard to policies, procedures and laws regarding social services for families, children and adults.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of social case work principles, practices and techniques and the ability to apply such knowledge in planning, developing, directing and coordinating a phase of a statewide program of social services for families, children and adults as well as the development, establishment and maintenance of professional case work standards; a thorough knowledge of the basic principles and practices of social administration and the ability to apply such knowledge in the administration of a phase of a statewide social service program; a thorough knowledge of federal and state laws as they relate to social services for families, children and adults; a thorough knowledge of community resources and how to use them effectively; the ability to plan, organize, direct and coordinate the work of a staff engaged in providing a program of social services; the ability to establish and maintain effective working relationships with superiors, subordinates, associates, the community, and with public and private agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Social Work from an accredited institution of higher education; and

Experience: Such as may have been gained through: employment in a responsible administrative and supervisory position in a private or public social agency engaged in providing social services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 8, 1975

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